



DPP-3512

First Year B. B. A. (Sem. II) Examination

March / April - 2016

Communication & Soft Skills : Paper - II

Time : Hours]

[Total Marks : 50

Instructions :

(1)

नीचे दृशावेव निशानीवाणी विगतो उत्तरवाडी पर अवश्य लपवी. Fillup strictly the details of signs on your answer book.	Seat No. :
Name of the Examination :	<input type="text"/>
First Year B. B. A. (Sem. II)	<input type="text"/>
Name of the Subject :	<input type="text"/>
Communication & Soft Skills : Paper - II	<input type="text"/>
Subject Code No. : <input type="text"/> 3 <input type="text"/> 5 <input type="text"/> 1 <input type="text"/> 2	Section No. (1, 2,.....): <input type="text"/> Nil
Student's Signature	

(2) Indicate clearly the options you choose.

(3) Figures to the right indicate marks.

- 1 (a) Draft a job application to be sent along with a detailed resume for the post of a Management Trainee, required in Novel Communications Pvt. Ltd., Pune. 10

OR

- (b) As the Personnel Manager, Suryam Supermarket, draft a letter to a candidate offering the post of a Stock Supervisor.

- 2 (a) Draft the Minutes of the Statutory Meeting of Supreme Technologies Pvt. Ltd., New Delhi. 10

OR

- (b) Discuss the role played by the Secretary of a company before, after and during a meeting.

- 3** Attempt any two of the following: **15**
- (a) Discuss the significance of written goals.
 - (b) What is meant by SMART goals? Explain with examples.
 - (c) Write a brief note on the significance of positive self-talks to succeed in life.
- 4** Write short notes : (Any Two) **15**
- (a) Assertiveness
 - (b) Steps for Effective Time-Management
 - (c) Ways to overcome Time Stealers.
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